COMPLIANCE MATTERS

Office of University Compliance Newsletter

PVAM
PRAIRIE VIEW
A&M UNIVERSITY

Spotlight: Fire & Life Safety

The Fire/Life Safety office manages contractors who are hired by PVAMU to do inspections. These include fire alarms, commercial kitchens and fire hydrants all over campus. They recommend that everyone on campus be alert and work together to prevent unnecessary fire hazards such as:

- Disarming door alarms
- Disabling Smoke detectors
- Propping doors open
- Burning candles
- Leaving electric heaters plugged in overnight
- Failure to evacuate the premises when there is an alarm

These precautions are in place for everyone's safety. The Office of University Compliance encourages you to make a report if you see something unsafe. **Fire & Life Safety Training is available in TrainTraq under Course Catalog>TAMUS Member: PVAMU>Course #: 2111398.**

What to do if there is a fire alarm on campus:

- Never assume it's a drill! Always act on the assumption that the fire is real.

- If your identification is nearby, grab it and exit the building leaving the doors unlocked.

- Follow the evacuation plan to get out of your building.

- If your building has a designated space to assemble, please proceed to the area. If you do not have a designated space, please stand away from the building being evacuated and wait for emergency personnel or your senior building coordinator to clear the area.

- Do NOT reenter any building until you have been given the all-clear to do so.

Ensure that you are following the fire safety rules at all times and remember that we must do our part to make sure the university is a safe place for everyone.

How To Use Fire Extinguisher
Remember the PASS word (Pull - Aim - Squeeze - Sweep)

P	A	S	S
Pull	**Aim**	**Squeeze**	**Sweep**
Pull The Pin	Aim At The Base Of Fire	Squeeze The Operating Handle	Sweep From Side To Side
Break seal and test extinguisher	Ensure you have a means of escape	To operate extinguisher and discharge the agent	Completely extinguish the fire

UPD Fire Safety Officers

Fire Marshal: Edward Bachtel
Physical Security Operations Coordinator: Steve Hannah
If you have an emergency, please call 9-1-1 immediately.

DAILY FIRE LOG

Campus Non-Emergency (936) 261-1375 • Anonymous Tip Line: (936) 261-2222
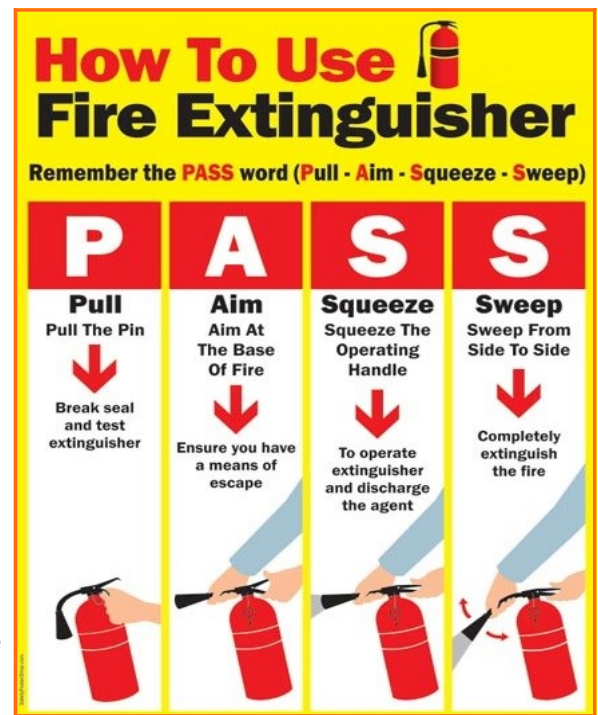
ETHICS, RISK, ABUSE

Office of University Compliance Newsletter

Culture of Compliance

Every employee of the Texas A&M University System has a responsibility to promote a safe and ethical environment. It is our responsibility to report fraudulent, wasteful, risky or abusive activities.
If you have information that identifies participation in these types of activities, we ask that you report it to the appropriate area so we can continue to promote a safe environment and a culture of compliance.

Risk, Fraud and Misconduct Hotline

We always recommend resolving a concern through the appropriate administrative channel whenever possible, but we recognize this is not always an option. In such circumstances, we encourage the utilization of the Risk, Fraud and Misconduct Hotline so that the concern can be properly addressed. Please note the Hotline is available 24 hours a day, 365 days a year.

To report such activities, call the A&M System Risk & Misconduct Hotline at 1-888-501-3850 or submit a report via the Internet at the System's Risk & Misconduct Hotline. Another option is to call the State Auditors Office at 1-800-892-8348 or submit a report via the Internet at sao.fraud.state.tx.us.

System Policy References

For further information, please reference System Policies and Regulations below:

A&M System Policy: 10.02 Control of Fraud, Waste and Abuse

A&M System Regulation: 10.02.01 Control of Fraud, Waste and Abuse

A&M System Policy: 07.01 Ethics

Do the right thing! Please visit our webpage at: Office of University Compliance for more information.

Examples of reportable issues:

- Threats of violence
- Conflicts of interest
- Nepotism violations
- NCAA regulation violations
- Harassment or Discrimination
- Inappropriate conduct
- Fraud

- Theft
- Safety violations
- Environmental violations
- Child abuse
- Misuse of System resources
- FERPA violations
- Illegal activity

Reporting Ethics/Compliance Concerns

COMPLIANCE UPDATES

Office of University Compliance Newsletter

The following policies regulations, rules and university administrative procedures (UAP's) have been created or updated since May 2021. Additions and changes are typically made due to a scheduled review, a relevant change in law or statute or for clarification purposes.

To ensure that you always have the most up-to-date information regarding policies, regulations, rules or UAP's be sure to bookmark the System Policy and Regulation Library and the PVAMU Policy Library.

Governance
01.03 Appointing Power and Terms and Conditions of Employment (May 20, 2021)

Organization of System
02.02 Office of the Chancellor (May 20, 2021)
02.03.01 RELLIS Campus (May 18, 2021)
02.03.02 RELLIS Academic Alliance (May 18, 2021)
02.05 Presidents of System Member Universities (May 20, 2021)
02.06 Directors of System Member Agencies (May 20, 2021)

Research Programs
15.99.06 Use of Biohazards in Research, Teaching and Testing (July 19, 2021)
15.99.07 Use of Vertebrate Animals (July 19, 2021)

General Finance
21.01.02 Receipt, Custody and Deposit of Revenues (May 24, 2021)
21.01.10 Surplus or Salvage Property (June 21, 2021)
21.01.12 Purchase of Food and Refreshments (May 18, 2021)

Tuition and Fees
26.01 Tuition and Fees (May 20, 2021)

Financial Planning and Budgeting
27.03 Annual Operating Budget Process (May 20, 2021)

Information Resources
29.01.04.P0.02 Information Resources (June 1, 2021)

Employee Relations
31.01.04 Longevity and Hazardous Duty Pay (May 12, 2021)
31.03.03.P0.01 Leave of Absence with Pay (June 2, 2021)
31.03.06 Military Leave and Service (May 18, 2021)

Employment, Standards of Conduct
33.05.01 Use of Public Funds for Employee Training or Education (July 13, 2021)
33.99.01 Employment Practices (May 3, 2021)

33.99.04 Promotions, Transfers and Voluntary Moves (July 14, 2021)
33.99.04.P0.01 Promotions, Transfers and Voluntary Moves (June 10, 2021)
33.99.08 Student Employment (May 24, 2021)

Safety of Employees and Students
34.02.01.P1 Drug and Alcohol Abuse and Rehabilitation Programs (May 4, 2021)

Facilities Planning and Construction
51.08 Reversion of Unexpended Balances in Construction Projects (May 20, 2021)

Relationships with Financial Support Organizations
60.01 Relationships with Affiliated Organizations (May 20, 2021)

Information and Communications
61.99.99.P0.04 Social Media (June 28, 2021)

Additions
12.99.99.P0.01 Appointments and Term Limits of Academic Administrator Positions (July 12, 2021)

Deletions
31.01.05 Extended Pay Plan (May 26, 2021)
61.01.02.P0.01 Public Information (July 1, 2021)

Policy Library

EVERFI TRAINING

EVERFI

EVERFI Training Across Campus

EVERFI, an online training platform, is being utilized for various trainings across campus. These trainings include FERPA, Clery, Title IX and Ethics for our faculty/staff and trainings related to Alcohol/Other Drugs and Title IX for our students. All trainings that are completed for employees/faculty/ staff will be uploaded into TrainTraq to be included on employee training transcripts.

Here are some frequently asked questions related to EVERFI:

Q: How will I receive notification of my training assignment?

An email will be sent from Automated-message@EVERFI.net with a subject line "Online Course Assigned To You By Prairie View A&M."

Q: What courses will I be required to complete?

All employees will be assigned FERPA, Clery, Tools for an Ethical Workplace, and Bridges: Building a Supportive Community (Title IX). FERPA & Tools for an Ethical Workplace will be required every two years. Clery and Title IX training will be required on an annual basis.

Q: What if I do not complete my required trainings?

Your supervisor will be provided status reports of individuals that have not completed training.

Q: Who do I contact if I have technical issues with EVERFI?

Click on "Tools" and "Help" within the training to speak with an EVERFI specialist and receive help on a particular training.
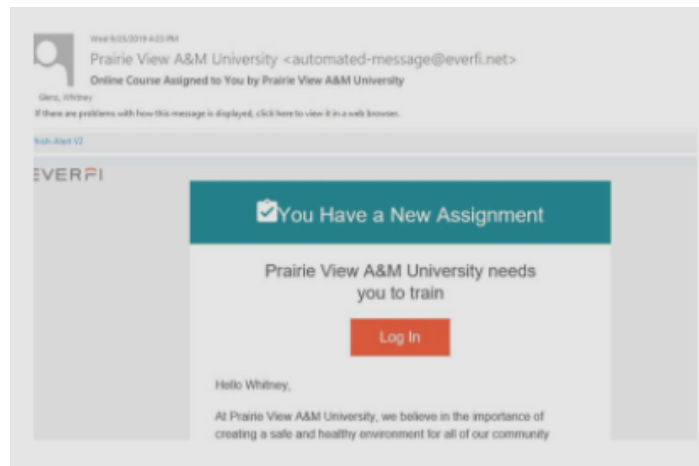
Q: What do I do if I can't login?

Contact (936) 261-2126 for assistance

How will I receive my EVERFI Training Assignment?

You will receive an email from: Automated-Message@EVERFI.net.

It will be titled: **Online Course Assigned to you by Prairie View A&M University**

How do I log in?

Visit the EVERFI login page and click:

PVAMU Everfi Login

You can find additional resources and information related to EVERFI by visiting the EVERFI webpage.

EVERFI FAQ's

2022 COMPLIANCE PLAN

Office of University Compliance Newsletter

The Office of University Compliance is joined by other compliance areas to provide a robust, university-wide compliance program. Specifically, the Office of University Compliance is responsible for providing leadership and oversight of ethics and compliance through its audit liaison role; training and development activities; management of the policy library and hotline system; conducting investigations and reviews; and its Title IX, Clery, Athletics Compliance and Public Information Act programs.

System Regulation [16.01.01, Ethics and Compliance Programs](#), requires all members of the Texas A&M University System "to develop a compliance plan specific to the member that identifies risks, establishes mechanisms to systematically address those risks, and monitors the effectiveness of mitigation measures." Areas of risk are chosen based upon a variety of reasons including changes in laws, regulatory enforcement initiatives, management's identified enterprise-wide risks, audit and compliance review results and current events.

The 2022 Compliance Plan includes the following risk areas:

- Human Resources (HR)
- Campus Safety
- Information Technology
- International Activities
- Radio Station
- Drug and Alcohol Abuse Prevention Program

[2022 PVAMU Compliance Plan](#)

WELCOME

"Building a Culture of Compliance" is what we are all about. We promote a culture that builds compliance consciousness and ethics into every employee's daily work activities and decisions. We support and assist the university community by communicating, educating, monitoring and facilitating activities to ensure a strong university-wide compliance program. We are here to help you understand ethical and compliance issues and to find solutions. So please, review our intranet website information to learn more about our office, and do not hesitate to contact us if we can help.

We would like to welcome **Julianna Ajayi** to the Office of University Compliance. She will serve as a Compliance Investigator II. We are excited to have her in our office.

(936) 261-2144 ● titleixteam@pvamu.edu

COMPLIANCE TEAM

Office of University Compliance Newsletter

Meet the Compliance Team

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Archived Compliance Newsletters   Athletics Compliance Newsletters

If you have a suggestion for the newsletter, or have information you want to include in future newsletters, please feel free to email Melissa De Witt at mcdewitt@pvamu.edu

The Office of University Compliance shall strictly adhere to all state and federal laws and regulations, system policies and opportunity for all persons regardless of race, color, religion, sex, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity.

Office of University Compliance